

<b>Students 9111</b>  <b>Secondary Attendance Practices</b>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	January 6, 2026
	<b>References:</b>	<i>The Education Act</i> , Section 156-161 Application for Exemption – Prior Knowledge (F9110.1) Application for Exemption Emergent Issue/ Extenuating Circumstances (F9110.2) Policy 12 – Role of the Director
	<b>Status:</b>	Operational

## Preamble

Attendance practices protect the integrity of course curricula while adhering to the expectations of regular attendance as outlined in Section 156 of the *Education Act*. The RCSD Attendance Practice is designed to work with students and their families to support engagement, rather than serving a punitive purpose.

### 1. Goals of Attendance Practices

- a. The purpose of the attendance practice is to:
  - i. Create a climate of high expectations for success,
  - ii. Provide every opportunity to learn and maintain time on task, and
  - iii. Develop quality relations between students, teachers, parents and guardians.
- b. Integral to these practices is the desire to:
  - i. Involve the students and the parent(s) or guardian(s) in the academic, social and emotional development of the students,
  - ii. Provide quality feedback to student and the parent(s) or guardian(s) regarding the attendance of the student, and
  - iii. Create a fair and open process of intervention and consequences to deal with truancy and tardiness.

## Application

All secondary mainstream programs of the Regina Catholic School Division (RCSD) will be consistent in regard to student attendance, behaviour, and success according to the standards provided below:

**To ensure students have sufficient learning time and engagement with the course material, all students are expected to attend classes and be punctual regularly. Any student who is absent for more than 15 class periods (more than 15%)—whether excused, unexcused, or due to suspension—may be removed from the class.**

It is our responsibility to work with each student and their family to ensure that the student receives the best education possible, and we understand that positive attendance and engagement habits allow us to ensure the success of the student. Therefore, in instances where attendance has been identified as a concern for a particular student, each school will work with the teachers and the Student Support Team to provide appropriate interventions.

Where consideration has been given and the school feels that it has exhausted its options in helping a student with their attendance struggles, the school administration will adhere to the above attendance practices in regard to removing students who go beyond 15 absences in their classes.

Any student who has been removed from a course will work with administration on options to complete required credits in a future semester.

### 1. Administrative Process

- a. All parents and students will be made aware of the attendance practice through:
  - i. Letters to each family
  - ii. School Communications – newsletters and school website
  - iii. Parent information nights
  - iv. Student grade-level assemblies
  - v. Student Handbook
- b. The administration of each school will determine how attendance and punctuality will be monitored.
- c. Teachers and office personnel will be diligent in marking attendance accurately.

## 2. **Communicating Individualized Attendance:**

- a. Teachers are expected to reach out to home when absenteeism and engagement become a concern due to an accumulation of absences or an absence trend.
- b. Daily notifications will be sent home via *Edsby* for unexcused absences and lates.
- c. Division generated automated attendance communications will sent home at 8, 12, and 15 days away including excused, unexcused, and suspensions.
- d. A conversation or meeting will take place with school administration before removal from a course and a student may be removed from a course.
- e. Students under 16 will be placed in a tutorial or have a reduced schedule pending parent support.

## 3. **Application For Exemption Process**

- a. Each school will create an Attendance Committee to deal with applications for exemption from the attendance practice.
  - i. The Attendance Committee will consist of a minimum of two (2) people including administration from each school.
  - ii. The committee will deal with all applications within their own high school.
  - iii. The committee will meet within five (5) days after an **Application for Exemption – Prior Knowledge (F9110.1)** or an **Application of Appeal – Emergent Issue/Extenuating Circumstances (F9110.2)** is filed.
  - iv. The committee will notify the applicant after their meeting of their decision. While the student and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the student will be expected to attend class until official notification is provided.

## Secondary Attendance Practices Application for Exemption Prior Knowledge

This form must be submitted to the school's main office as soon as possible. Use this form when there is advanced knowledge of a student's absence.

Please complete all portions and submit this form to the main office.

<b>Student Name:</b>		<b>Grade:</b>	
<b>Date Submitted:</b>			
<b>Date(s) Absent:</b>		<b>Total # of School Days Absent:</b>	
<b>Reason for exemption from the Attendance Practice:</b>			

### EXTENDED SCHOOL ABSENCE

#### A. BEFORE I LEAVE, I WILL:

- ☐ Inform each teacher about the dates of my absence at least 10 days in advance of my departure.
- ☐ Ask each Teacher whether any assignments could be completed before I leave on the trip.
- ☐ Ask each Teacher whether any assignments could be completed while I am away for the trip.
- ☐ Arrange with teacher the process to submit assignments.

#### B. WHILE AWAY I WILL:

- ☐ Submit each designated assignment as I complete them.
- ☐ Continue with my studies by completing all assignments and preparing for all assessments.

#### C. WHEN I RETURN I WILL:

- ☐ Submit any completed assignments.
- ☐ Write any missed exams within 1 week of my return.
- ☐ I will take necessary action to ensure a smooth transition back to regular classes.

## Secondary Attendance Practices Application for Exemption Prior Knowledge

The following must be completed prior to submitting this form to the office.

	Teacher Name	Teacher Signature
Early Bird		
Period 1		
Period 2		
Period 3		
Noon Hour		
Period 4		
Period 5		
After School		
<input type="checkbox"/> I will be travelling out of country and will require IT access to school-related portals.		
<b>Student Signature:</b>		<b>Date:</b> 
<b>Parent/Guardian Signature:</b>		<b>Date:</b> 

<b>For Office Use</b>				
<b>Date:</b>			<b>GRANTED</b>	<b>DENIED</b>
<b>Comments:</b>				
<b>Attendance Committee Members Approved By:</b>				
<b>Signature:</b>		<b>Date:</b>		
<b>Signature:</b>		<b>Date:</b>		
<input type="checkbox"/> Information Technology has been notified to provide out of country access to student accounts.				

## Secondary Attendance Practices

### Application for Exemption Emergent Issue/Extenuating Circumstances

This form must be submitted to the school's main office as soon as possible. Use this form when there is an unforeseen situation which has required the student to be absent.

**Please submit this form to the main office.**

<b>Student Name:</b>		<b>Grade:</b>	
<b>Date Submitted:</b>			
<b>Date(s) Absent:</b>		<b>Total # of School Days Absent:</b>	
<b>Reason for Absence:</b>			
<b>Student Signature:</b>		<b>Date:</b>	
<b>Parent/Guardian Signature:</b>		<b>Date:</b>	

### For Office Use

<b>Date:</b>			<b>GRANTED</b>		<b>DENIED</b>
<b>Comments:</b>					
<b>Attendance Committee Members Approved By:</b>					
<b>Signature:</b>		<b>Date:</b>			
<b>Signature:</b>		<b>Date:</b>			